

Blue Earth County
204 S. 5th Street
Mankato, Minnesota 56001

www.blueearthcountymn.gov



January 19, 2021

Re: Blue Earth County Business Assistance Program Application
Deadline for application: February 12, 2021 at 4:00 p.m.

Dear Business Owner,

In response to the COVID-19 pandemic, Blue Earth County has created a business assistance grant program to assist businesses in Blue Earth County adversely impacted by the COVID-19 pandemic. The Blue Earth County Board retains final authority to determine if a business is eligible, and whether to approve the grant application.

Eligible business owners may apply for a one-time grant to cover operational expenses. Operational expenses may include, but are not limited to, insurance costs, legal fees, payroll, rent, utilities, property taxes, marketing/advertising, licensing fees, accounting fees, routine maintenance, travel/vehicle expenses, office supplies, repairs to existing building and equipment. Grant awards will be based on business type and employee count. Businesses must be able to demonstrate they were adversely affected by Executive Orders related to COVID-19.

Funding will be decided by the Blue Earth County Board at their regularly scheduled Board meetings as applications are determined to be eligible.

Application deadline is 4:00 p.m. on February 12, 2021. Applications must include all documents as stated in the attached application packet. Applications can be submitted by:

- Email: ckramlinger@blueearthcountymn.gov
- Drop box: located at Blue Earth County Historic Courthouse, 204 South Fifth Street, Mankato, MN 56001; or
- Mailed: Blue Earth County Historic Courthouse, Attn: Courtney Kramlinger, BEC EDA, PO Box 168, Mankato, MN 56002

Please contact Courtney Kramlinger at 507-387-8711 or ckramlinger@blueearthcountymn.gov with any questions or if additional information is needed.

Sincerely,

Courtney Kramlinger
Economic Development Specialist



Blue Earth County Business Assistance Grant Program

Blue Earth County Business Assistance Grant Program

Grant awards will be based on business type and employee count (see tables below) for local businesses to cover operational expenses. Businesses will be eligible for one category only. Operational expenses may include, but are not limited to, insurance costs, legal fees, payroll, rent, utilities, property taxes, marketing/advertising, licensing fees, accounting fees, routine maintenance, travel/vehicle expenses, office supplies, repairs to existing building and equipment. Businesses must demonstrate they were adversely affected by Executive Orders related to COVID-19. Based on the number of applications and funds requested for the program, Blue Earth County may adjust the grant amounts based on availability of funds.

Categories for grant awards (businesses are eligible under one category only):

Businesses Closed by Executive Order 20-99
(Have not received direct payments from Department of Revenue) *Breweries with taprooms, Wineries with tasting rooms, Distilleries with tasting rooms, Gyms and Fitness Centers, Bowling Centers, Caterers, Bars and Restaurants who did not receive Department of Revenue direct assistance and opened between April 1, 2019 – July 1, 2020*

# OF EMPLOYEES	GRANT AMOUNT
Sole proprietor	Up to \$10,000
1-20 employees	Up to \$15,000
21-100 employees	Up to \$25,000
101-300 employees	Up to \$35,000
Over 300 employees	Up to \$45,000

Hospitality (May have received direct payments from Department of Revenue) *(ex. bars, breweries, wineries, restaurants, other food services, gyms, hotels and accommodations, etc.)*

# OF EMPLOYEES	GRANT AMOUNT
Sole proprietor	Up to \$3,000
1-20 employees	Up to \$5,000
Over 20 employees	Up to \$10,000

Non-Hospitality Businesses *(ex. retail, manufacturing, professional, educational, health care, transportation, construction, etc.)*

# OF EMPLOYEES	GRANT AMOUNT
Sole proprietor/home based with no employees	Up to \$2,000
1-20 employees	Up to \$5,000
21-100 employees	Up to \$7,500
101-300 employees	Up to \$10,000
Over 300 employees	Up to \$12,500

Nonprofit *(ex. arts organizations, museums, fitness centers that earn revenue similar to businesses, etc.)*

# OF EMPLOYEES	GRANT AMOUNT
1-2 employees	Up to \$2,000
3-20 employees	Up to \$5,000
21-100 employees	Up to \$7,500
100+ employees	Up to \$10,000

Eligible Businesses

- a. Businesses operated for profit or not for profit with a physical establishment in Blue Earth County.
- b. Nonprofits must be a 501(c)(3), 501(c)(6)(Chambers of Commerce only), or 501(c)(19) organization.
- c. Business must have been operating prior to July 1, 2020.
- d. Businesses shall have no liens on file with the Minnesota Secretary of State.
- e. Businesses/organizations should be in compliance with all State of Minnesota Executive Orders at time of application and award.
- f. Businesses must have a minimum of \$15,000 in revenue in 2019 or 2020.
- g. Business shall demonstrate they were adversely affected by Executive Orders related to COVID-19.
- h. Business shall provide documentation showing a reduction in revenue of 25% or greater for the 4th quarter of 2020 when compared to the 4th quarter of 2019 (4th quarter includes the months of October, November, December). Seasonal businesses not open in the 4th quarter will provide a detailed narrative of their 2020 Covid-19 Impact.
- i. Businesses which began operating between April 1, 2019 and July 1, 2020 shall explain losses experienced in 2020 as a new business.

Ineligible Businesses

- a. Businesses that primarily derive income from gambling.
- b. Businesses that primarily derive income from adult entertainment.
- c. Businesses that primarily derive income from pawned merchandise, tobacco or vaping products.
- d. Businesses that primarily derive income from passive investments, business-to-business transactions, real estate transactions, lobbying or billboards.
- e. Businesses suspended or debarred from doing work with the federal government.
- f. Businesses with tax liens with the Secretary of State.

Eligible Grant Activities

- a. Grant funds can be used for operational expenses. Operational expenses may include, but are not limited to, insurance costs, legal fees, payroll, rent, utilities, property taxes, marketing/advertising, licensing fees, accounting fees, routine maintenance, travel/vehicle expenses, office supplies, repairs to existing building and equipment.

Application Checklist:

In order to qualify, you must submit the following documents:

- ☐ **Submit a financial statement** (ex. a monthly profit and loss statement) showing revenue for the 4th quarter of 2020 and the 4th quarter of 2019(4th quarter includes October, November and December). Must demonstrate a reduction in revenue of at least 25% to be eligible). Seasonal businesses not open during the 4th quarter will provide a detailed narrative of their Covid-19 impact in 2020. For businesses that opened between April 1, 2019 and July 1, 2020, please provide an explanation on the following page on losses experienced in 2020.
- ☐ **Submit a complete application answering all questions.**
- ☐ **Submit completed disadvantaged business questionnaire checklist (page 9).**
- ☐ **Submit signed data privacy notice (page 10).**

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BLUE EARTH COUNTY
BUSINESS ASSISTANCE GRANT APPLICATION
FOR QUESTIONS PLEASE CONTACT COURTNEY KRAMLINGER
CKRAMLINGER@BLUEEARTHCOUNTYMN.GOV, 507-387-8711

1. APPLICANT INFORMATION

- 1.1. Name of Applicant: _____
- 1.2. Home Address: _____
- | | |
|--------------------------------------|------------------------|
| Street | City / State / Zip |
| 1.3. Telephone No: Home (____) _____ | Work/Cell (____) _____ |
- 1.4. Email: _____

2. BUSINESS INFORMATION

- 2.1. Business Name/DBA: _____
- 2.2. 6- Digit NAICS code found on IRS Form 1120, 1120S, 1065, Schedules C and F or at naics.com/search: _____
- 2.3. Address of business: _____
- 2.4. Is business located within Blue Earth County: ☐ Yes ☐ No
- 2.5. Type of Business(Businesses are eligible under one category only):
- ☐ Closed by Executive Order 20-99(No direct assistance from Department of Revenue)
- ☐ Hospitality (Direct assistance may have been received from Department of Revenue)
- ☐ Non-Hospitality
- ☐ Non-Profit
- 2.6. Number of full-time equivalent (FTE) employees as of March 1, 2020 (If business was established after March 1 use employee count on date established): _____
- A 40-hour/week employee counts as 1 FTE. A 10-hour/week employee counts as 0.25 FTE, 20 hour/week employee counts as 0.50 FTE, etc.*
- 2.7. Was business operating prior to July 1, 2020: ☐ Yes ☐ No
- 2.8. If new business; date opened in 2019 or 2020: _____
- 2.9. Is business currently open: ☐ Yes ☐ No
- 2.9.1. If no, what date do you intend to restart operations? _____
- 2.10. Did your business experience a reduction in revenue of 25% or greater for the 4th quarter of 2020 when compared to the 4th quarter of 2019 (4th quarter includes October, November and December): ☐ Yes ☐ No

2.11. Has your business been impacted by an Executive Order related to COVID-19:

☐ Yes ☐ No

2.11.1. If yes, how has your business been impacted by an Executive Order related to COVID?

2.12. Are there any current tax liens on the business with the Secretary of State? ☐ Yes ☐ No

2.13. Please explain the need for a grant and what grant funds would be used for:

3. FINANCIAL INFORMATION

In order to qualify, you must submit a financial statement (ex. a monthly profit and loss statement). Applicants must demonstrate a reduction in revenue of at least 25% when comparing the 4th quarter of 2020 to the 4th quarter of 2019(quarter includes October, November, December) to be eligible. Businesses that were established between April 1, 2019 and July 1, 2020 or a seasonal business closed during the 4th quarter shall explain losses experienced in 2020 as a new or seasonal business.

- 3.1. Please list other COVID-19 related financial resources you've received below. Examples may include, but are not limited to, direct aid assistance from the Department of Revenue, previous assistance from Blue Earth County, Paycheck Protection Program (PPP), and Economic Injury Disaster Loan (EIDL). Please include the program name, use of funds, and the amount awarded. If you need additional space, please utilize the next page.

- 3.2. Please detail the proposed use of grant funds in the table below:

TYPE OF EXPENSE	DOLLAR AMOUNT
Rent or mortgage	\$
Insurance costs	\$
Utilities	\$
Payroll	\$
Taxes	\$
Legal fees	\$
Marketing/advertising	\$
Licensing fees	\$
Accounting fees	\$
Routine maintenance	\$
Travel/vehicle expense	\$
Office supplies	\$
Repairs to the existing building and equipment	\$
	\$
	\$
TOTAL	\$

Additional Space for Questions Asked on Page 6 & 7

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Disadvantaged Business Questionnaire Checklist

Please submit the questionnaire below regarding if your business is qualified for a disadvantaged business. Please check every applicable box as it pertains to your business. If not applicable, please check the box at the bottom. If you have any questions regarding any of the options, please contact Courtney Kramlinger, 507-387-8711 or ckramlinger@blueearthcountymn.gov

- ☐ Be a small business under the grant program
- ☐ Be at least 51 percent owned and controlled by U.S. citizens who are economically* and socially disadvantaged**
- ☐ Be owned by someone whose personal net worth is \$250,000 or less
- ☐ Be owned by someone whose average adjusted gross income for three years is \$250,000 or less
- ☐ Be owned by someone with \$4 million or less in assets
- ☐ Have the owner manage day-to-day operations and also make long-term decisions

Women

- ☐ Be at least 51 percent owned and controlled by women

Veterans

- ☐ Be at least 51 percent owned and controlled by a Veteran

Not Applicable

- ☐ I do not meet any of the criteria listed above

** Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged. (Title 13, Chapter I, Part 124, Subpart A, §124.103)*

*** Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. The social disadvantage must stem from circumstances beyond their control. (Title 13, Chapter I, Part 124, Subpart A, §124.104)*

IMPORTANT PRIVACY NOTICE
****Read Before Completing the Application Form****

We are asking that you provide the information on the Business Assistance Program application form to determine if you are eligible to participate in the program.

Your name, address and the amount of assistance you receive are considered public data under the Minnesota Data Practices Act. Other information that you provide to the Business Assistance Program about you and your household is considered private data.

We will use your private data only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared include:

- Staff and other persons involved in program administration.
- Local loan committee members who approve applications.
- Auditors who perform required audits of this program.
- Authorized personnel from the U.S. Department of Housing and Urban Development or other local, state and federal agencies providing oversight for the purpose of addressing/resolving applicant complaints (as addressed in the projects policy and procedural manual).
- Those persons who you authorize to see it.
- Law enforcement personnel in the case of suspected fraud or other enforcement authorities as required.

We cannot release private data to anyone else or use the private data in any other way unless you give us permission by completing a consent form that we will provide. Please keep in mind, however, that data must be released if required by court order, and, in addition, your private data may be released if Congress or the Minnesota Legislature passes a new law that authorizes or requires such release of data.

Signature of Applicant

Date

Minnesota law gives you important rights in regards to information maintained about you. These include:

- The right to see and obtain copies of the data maintained on you;
- Be told the contents and meaning of the data; and
- Challenge the accuracy and completeness of the data.

To learn more about these rights, contact Courtney Kramlinger at (507) 387-8711 or ckramlinger@blueearthcountymn.gov

4. CERTIFICATION

- County EDA staff, or an authorized representative, shall have the right to inspect the business and meet with tenant/owner at any time from the date of application upon giving due notice.
- I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for disqualification: ☐ Yes ☐ No
- I will submit the Department of Revenue form REV185b to determine direct State of Minnesota assistance if required by the County. ☐ Yes ☐ No
- I attest that I may be required to provide additional forms attesting to and will be liable to pay back funds if they are found to have misrepresented data or not spent money according to eligible uses: ☐ Yes ☐ No
- I attest that use of grant funds would be to cover only operations expenses: ☐ Yes ☐ No

Applicant: _____

Date: _____